Wayne State University

Academic Restart: Guidelines
Response to COVID-19

Fall 2020

- **In-person and remote/online choices**

- **Steps to physically return to campus**

- **Recommended syllabus information**

- **Online teaching resources**

- **Student remote/online tech support**

- **Student compliance: On-campus COVID-19 protection measures**

- **Student advising information**

- **Using Zoom to engage students in remote/online learning**

8/1/20

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Do I have a choice about being physically present on campus during the pandemic?

Yes!

This information is provided to guide faculty, academic staff, and students in making decisions with their Deans or Chairs, Supervisors, or Advisors about participating in courses and activities. *

Faculty / Academic Staff / Students

Instruction, advising, and other forms of student activity and support (co-curricular and extracurricular) now and in the foreseeable future at WSU will take place with a mix of formats:
- in-person
- online/remote

Establishing the format for instruction or student activity should be a discussion between a faculty or academic staff member and the chair of the department or leader of the unit that includes the following questions:

1. Can the essential benefits of the course or activity be replicated through online/remote means (e.g., virtual experiences, simulations)?
2. Is the room (or space) assigned for the course or activity unable to accommodate physical distancing?
3. Would the nature of the course or activity require people to be in close physical proximity?

There are faculty, academic staff, and students who may be at higher risk for contracting the virus or need to shelter in place to protect others: all such situations are considered "at risk" (see risk factors at https://wayne.edu/coronavirus/faq).

Flexibility and understanding are central to an evaluation of an individual's request to use online/remote formats. Self-assessments are respected.

1. **Faculty and Academic Staff /** *Courses*
   If a faculty or academic staff member prefers to teach an online/remote course because they are at risk, they will be allowed to do so or to be reassigned to a mutually agreeable course that can be offered in those formats.

2. **Faculty and Academic Staff /** *Co-curricular and Extracurricular Activities*
   If a faculty or academic staff member prefers to provide or facilitate online/remote student engagement because they are at risk, they will be allowed to do so or to be reassigned to a mutually agreeable activity that can be offered in those formats.

3. **Students /** *Courses plus Co-curricular and Extracurricular Activities*
   If a student prefers to enroll in online/remote courses or participate in co- or extra-curricular activities online because they are at risk and they need alternative arrangements, they should meet with their advisor.

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* This does not supersede normal administrative or collective bargaining agreement procedures. For questions about the information presented here, please contact the appropriate person in your unit or your Union representative.

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What steps must I take as an employee before I can physically be on campus during the pandemic?

Complete 2 things online

1 **Warrior Safe Training modules (all 3)**
Do only 1 time to get the *Warrior Safe* badge.

2 **Campus Daily Screener**
Do every day before arriving on campus.

To support campus health and safety for everyone, WSU requires two new online procedures that must be completed by all faculty and staff before physically returning to campus. These procedures are brief but will promote the safety of our entire campus community.

Go to **https://wayne.edu/coronavirus** to access these procedures.

1. Warrior Safe Training

This is a series of 3 short modules that provides information on the current science about the coronavirus, its symptoms, and how it spreads; important public health and social strategies to reduce transmission and new campus requirements to enhance health and safety, including

• wearing a facial covering in all public spaces on campus;
• proper care for face coverings;
• strategies for social distancing.

You must complete this training only once.

When completed, you will receive a *Warrior Safe* badge. You must forward the *Warrior Safe* badge to your supervisor, chair or dean before you plan to return to campus.

The information in this flyer is provided as a guide for faculty and staff.

2. Campus Daily Screener

This is a brief questionnaire that asks you about any current symptoms, recent travel or contact with a person who may have Covid-19.

You must complete this screener every day that you expect to be on campus, starting 48 hours before you plan to arrive on campus.

When completed, you will either receive permission to be on campus or be denied access. If you are denied access, you will receive a call from personnel at the Campus Health Center who will assess whether you need follow-up testing or whether you may be permitted on campus. The result of your screening will also go to your supervisor, chair or dean. The screening information will provide aggregate data for the on-going assessment of campus health so that we can assure a safe and science-based return of activity on campus.

Note: Students must also comply with a similar training and daily screener.

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What information do my students need to successfully complete their remote/online coursework?

Include information in your syllabus about

1 **Technology Access and Support**

2 **Support for Online Learning**

Suggested syllabus language

Terms in brackets below represent options to be included depending on a faculty member's arrangements for a particular course. Underlined words provide live clickable links.

1. Technology Access and Support

Because this is a [WEB, SYNC, hybrid] course, all or part of your instruction will require reliable hardware and software including the following:

Hardware

- a desktop or laptop computer with
  - ✓ reliable internet access,
  - ✓ camera / microphone / speakers

Software

- a web browser (e.g., Firefox, Chrome, Safari)
- Microsoft Office (free to students),
- the [Canvas, Zoom, MS Teams] app (free to students)
- [Java, Flash, QuickTime, Adobe Reader, Preview on Mac].

For assistance with Canvas, see C&IT's Student Intro to Canvas Course and Comprehensive Student Guide. For assistance with any of these technology issues, contact C&IT Helpdesk M-F from 7:30 am to 8 pm at 313-577-4357 or helpdesk@wayne.edu.

Students who lack adequate hardware or reliable internet access should email the Dean of Students at doso@wayne.edu or call 313-577-1010 for assistance. Students on campus also have access to equipment through University Libraries. For more information, see Equipment Checkout Policy and Procedures. The University Libraries also have computer labs in several campus locations.

2. Support for Online Learning

- *The Effective Online Learner* is a self-paced Canvas course to bolster the skills needed for remote and online learning.
- *Learn Anywhere* is a webpage that provides resources and tips for taking online courses.
- *Academic Success Center* offers resources for improving study skills, building study groups, and similar activities.
- *Study Skills Academy* offers free study skills counseling and other services.

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The information in this flyer is provided as a guide for faculty and academic staff. For further information about instructional resources, see the OTL website.

What resources does the Office for Teaching and Learning offer to help faculty develop online teaching?

Office for Teaching and Learning (OTL) Online Resources

Underlined words provide live clickable links.

1. **Teach Anywhere**
   https://otl.wayne.edu/teachanywhere

   Teach Anywhere is a repository of resources that will be updated on an ongoing basis with evidence-based strategies and guides.

   Major update to Teach Anywhere is expected the end of July/beginning of August 2020.

2. **Online Course Design Sprint** (self-paced)
   The link will be posted prominently on the Teach Anywhere site.

   The self-paced Design Sprint helps instructors encourage student engagement and motivation in their online courses using evidence-based strategies.

   Design Sprint offers a combination of recorded webinars, videos, resources, and other activities.

3. **Consultations**
   Virtual meeting request form

   OTL consultants meet with individual instructors or departments to provide support, feedback, and guidance.

   Submit a request and you will be connected with an OTL consultant to schedule a virtual meeting.

4. **EdTech Thursdays**
   Schedule and registration information

   EdTech Thursdays showcase learning tools that improve online course design and faculty-student interaction. Every Thursday through the end of Fall semester 2020, a new education technology tool will be previewed.

5. **Virtual Brown Bag Series**
   Schedule and registration information

   The Virtual Brown Bag series is every other Friday at 12:15-12:45 pm through the end of Fall semester 2020. These 30-minute webinars provide quick tips and overviews of key topics.

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Where can students get tech support for remote/online learning during the pandemic?

Contact

The information in this flyer is provided as a guide for students. Underlined words provide live clickable links.

1 **C&IT**
helpdesk@wayne.edu or call 313-577-4357

2 **Dean of Students Office**
doso@wayne.edu or call 313-577-1010

3 **WSU Libraries**
https://library.wayne.edu

1. C&IT

- **Help Desk**
  Mon - Fri, 7:30 am to 8 pm
  Assistance with WSU technology systems and services such as computer and mobile device diagnostics and repairs, free and discounted software.
- **Home Page** https://tech.wayne.edu
  Technology FAQs, step-by-step support and how-to information.
- **Resources / Accessing Technology Off Campus**
  https://tech.wayne.edu/coronavirus/student

2. Dean of Students Office

Contact DOSO if you need help to get a laptop or reliable internet service.

3. WSU Libraries

- **Library Computer Workstations** / *hours*
  (subject to change)
  You will need your OneCard to enter a WSU library.
  - **Undergraduate Library** (**UGL**) /
    Mon – Thurs, 8 am to 11 pm; Fri, 8 am to 9 pm; Sat, 9 am to 5 pm; Sun, 11 am to 7 pm
  - **Shiffman** / *Mon – Fri, 8:30 am to 5 pm*
  - **Law Library** / *Mon – Fri, 8:30 am to 5 pm*

Smartphone App Recommendations

iOS and Android

- **Wayne State Mobile App**
  https://m.wayne.edu/about
- **Warrior Road**
  https://wayne.edu/warriorroad
- **Microsoft Office 365:** Outlook, Teams, OneDrive
  https://connect.wayne.edu
- **Canvas Student**
- **Zoom**

Hardware and Software

You will likely need more computing power than a smartphone can provide. Check with your professor and/or program to find out what you will need for your classes.

To purchase hardware / software with your WSU student discount, go to https://tech.wayne.edu/software-hardware/comput-er-discounts

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How do we ensure student compliance with on-campus requirements to help stop the spread of COVID-19?

1 **WSU Student Code of Conduct**

2 **Syllabus language**

3 **Steps to deal with noncompliant students**

1. WSU Student Code of Conduct
Behavioral expectations / section 4.20

"Failure to comply with University instruction pertaining to the containment of the coronavirus virus or of COVID-19, including, but not limited to:

a) Completing the 'campus daily screener' each day before coming onto campus;

b) Following the direction of the Campus Health Center regarding a positive screen;

c) Wearing, at minimum, a cloth facial covering at all times when in public spaces on campus;

d) Maintaining a minimum distance of not less than six feet from others when on campus;

e) Complying with signage regarding directional hallways, elevators, common spaces, and stairwells."

2. Syllabus language (recommended)
COVID-19 Compliance – All students are expected to familiarize themselves with mandatory campus health and safety guidelines – including practicing social distancing and wearing a face covering - by completing the Warrior Safe Training modules in Canvas. University policy requires students to complete a campus daily health screener beginning 48 hours before first coming to campus.

3. Steps to deal with noncompliant students

1) Ask the student to comply with the COVID-19 protection requirements.

2) Remind the student that noncompliance violates the Student Code of Conduct.
   If the student complies, email the student a reminder of the requirement for future interactions.

3) If the student refuses to comply, ask the student to leave the room immediately.

4) If the student fails to comply or leave the room,
   • Dismiss class or activity and
   • File a COVID-19 Student Noncompliance Form

In the event of an emergency, call WSUPD at 313-577-2222.

Resources
• **Student Safety Guidelines and Plan**
  https://wayne.edu/coronavirus/messages
• **WSU COVID-19 webpage**
  https://wayne.edu/coronavirus

The information in this flyer is provided as a guide for faculty and academic staff. Underlined words provide live clickable links.

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How do I meet with my undergraduate academic advisor during the pandemic?

1 **Who is my academic advisor?**

2 **How do I arrange a meeting?**

1. Who is my academic advisor?

Students are assigned an academic advisor on the basis of their declared major or program of study. Locate your School or College to find your advisor's name at https://wayne.edu/advising. Search at https://wayne.edu to find their contact information.

Your academic advisor will:
- help you develop a plan of study
- ensure you take the appropriate classes to complete your degree
- support your exploration of academic and co-curricular opportunities
- identify additional sources of information
- provide information about university policies.

2. How do I do arrange a meeting?

To schedule an appointment:
- go to https://advisingworks.campus.eab.com.
- in the Comments box, add:
  - ✓ your phone number
  - ✓ your preferred option.

Your advisor may contact you with additional instructions before your appointment.

Academic advisors conduct remote virtual advising using these options:
- **Microsoft (MS) Teams**
  Log onto your WSU account and select the Teams app. Next select Audio (Video is optional).
- **Zoom** (*not used by all departments*)
  Log onto the Zoom meeting. Select Audio (and Video if you prefer). Some departments offer Virtual Open Advising through Zoom.
- **Phone**
  Provide your phone number. A computer or other mobile device may be useful to access information.
- **E-mail**
  Use only for specific questions; otherwise use another option.

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The information in this flyer is provided as a guide for undergraduate students. Underlined words provide live clickable links.

What are some ways to use Zoom to engage my students in remote/online learning?

1 Access Zoom through Canvas or directly

2 Use Zoom features

1. Access Zoom through Canvas or directly
To access Zoom on Canvas (recommended):
- Login to Canvas at https://canvas.wayne.edu
- Click on your course
- Click on Zoom in the course menu
- Schedule your Zoom class sessions within Canvas:
  - ✓ Meetings are available without Zoom invitation
  - ✓ Recordings post to the Canvas automatically

To access Zoom directly (outside of Canvas):
- Using the WSU license, sign in at https://wayne-edu.zoom.us
- Using a personal or other license, sign in at https://zoom.us
- Schedule your class sessions directly in Zoom:
  - ✓ Send a Zoom invitation to students
  - ✓ Download Zoom class recordings

2. Use Zoom features
Share screen
- Click on *Share Screen*
- Click on the screen or application to be shared
- Click on *Share*
- To stop, click on *Stop Share* at top of screen

Breakout Rooms (Hosts or Co-Hosts only)
Assign from Zoom meeting or within Zoom.us setup
- Start breakout rooms within a meeting:
  - ✓ Start a Zoom meeting as the Host
  - ✓ Click on *Breakout Rooms* in the Zoom toolbar
  - ✓ Choose the number of breakout rooms
    Maximum # of rooms: 50
    Maximum # of people in breakout rooms: 200
  - ✓ Choose manual or automatic assignment
- Pre-assign breakout rooms within Zoom setup

Polls (Host or Co-host only)
Create from Zoom meeting or within Zoom.us setup:
- Click on *Add a Question* to be forwarded to https://wayne-edu.zoom.us
- Choose a title for the poll and type a question
- Choose single or multiple choice and add each available response
- Click on *Add a Question* to create another question
- Download a report of results (not automatically imported to Canvas)

Recordings (Hosts or Co-Hosts only)
- Click on *Record* in the toolbar
- Choose *Cloud Recording* (recommended) or *Local Recording* (not recommended)
  - ✓ *Cloud Recording* is in WSU's Zoom account (available to students in Canvas)
  - ✓ *Local Recording* is on your computer and must be uploaded to *Share*
- All participants will be notified that the session is being recorded
- To access Cloud Recordings (available for 6 months):
  - ✓ Sign in to Zoom at https://wayne-edu.zoom.us
  - ✓ Click on *Recordings* in the menu on the left
  - ✓ Click on a recording title
  - ✓ Click on the first option (usually *Shared Screen* or *Speaker View*)

Zoom support
https://support.zoom.us/hc/en-uspport

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